

Coding Parent Excusals

CMAS, CoAlt, and Colorado PSAT & SAT Assessments



COLORADO
Department of Education

CMAS (all content areas) and CoAlt: Science and Social Studies

Parent Excusal codes are applied separately to student records for each content area. Not Tested and Void Test Score Codes/Reasons are entered through the PearsonAccess^{next} user interface (UI) or through a Student Test Update (STU) file. The ability to enter this information through either method is determined by user permissions as assigned in PearsonAccess^{next}. The code for Parent Excusal in the PearsonAccess^{next} UI is 'Parent Excuse' or '09' through the STU file (the STU role that permits coding of Parent Excusals is available to District Assessment Coordinators through the end of the district-level clean-up window).

Most students with a Parent Excusal are not in a started/prepared test session in PearsonAccess^{next}. In these cases, submit Parent Excusals as a **Not Tested Code/Reason of 'Parent Excuse' or '09'** for each content area test assignment. If a student is assigned to a started/prepared test session, CDE recommends removing the student from the online test session and applying a **Not Tested Code/Reason of 'Parent Excuse' or '09'** to the record. If the student's test is not removed from the session and is marked complete, submit the Parent Excusal as a **Void Test Score Code/Reason of 'Parent Excuse' or '09'**. Refer to *Appendix K* in the current year's *CMAS and CoAlt Procedures Manual* for step-by-step directions with screenshots.

Districts may verify and update Not Tested and Void Test Score Codes during the SBD process. Refer to the [CMAS SBD file layout](#) for SBD details. Use the *Calculated Invalidation* field in SBD or PearsonAccess^{next} to confirm final coding.

CoAlt: ELA and Math (Dynamic Learning Maps)

For students assigned to at least one testlet, Parent Excusals are documented in Educator Portal by selecting '**Parent Refusal**' from the Special Circumstance dropdown menu under Test Management. Building Test Coordinators or District Test Coordinators may indicate codes. Full instructions on reporting Special Circumstance codes are available in the [Special Circumstance Codes Guide](#).

Educator Portal does not include an option to batch submit Special Circumstance codes. Codes are updateable during the DLM SBD review window and are applied at that time to a number of student records or to records for students who did not receive a test assignment. Because multiple steps are required before DLM Special Circumstance codes are applied for a student in the KITE system, CDE recommends that districts apply Parent Excusal codes during SBD for students who did not begin testing. Refer to the [DLM SBD file layout](#) for SBD details.

Colorado PSAT and SAT

Parent Excusals are indicated by gridding '9A' (bubbling in 'A' on row 9) on the answer document in the Special Reporting Use Only section. (Do NOT use '4A' as that indicates Student Test Refusal). Other codes are included in the *PSAT and SAT Coordinator Manuals*. Maintain all documentation as indicated in the "What to Do with Materials" table in the *Coordinator Manuals*.

Districts may also add Parent Excusals to student records during SBD. **Note:** If the student completed enough of the test to receive a score, adding an invalidation code does not prevent College Board from producing a score report for that student. The invalidation code removes the student's score from state reporting and accountability. Refer to the Colorado [PSAT/SAT SBD file layout](#) for SBD details.

CMAS Reminders:

- 1) Typing 'Parent Excusal' in the Marked Complete Reason field on the Mark Student Tests Complete screen in PearsonAccess^{next} does not invalidate an online test or connect to the student's final record; apply Void Code/Reason '09' separately.
- 2) If a student record is marked complete or the student began testing online before the excusal was received, submit the Parent Excusal as a Void Code/Reason of '09'. A Not Tested Code/Reason does not prevent students from receiving a score if they responded to enough items to meet attemptedness.